



Position Description

Position:	Outdoor Education GAP Assistant
Appointed by:	The Principal
Responsible to:	Head of Outdoor Education
Location:	Sale

School Overview:

Gippsland Grammar provides an outstanding contemporary, holistic education where our Community has a shared understanding of what we learn, how we learn and who we teach. Our School culture is centred around our core values of Compassion, Leadership, Excellence, Responsibility and Respect and develops people of character who act with integrity and wisdom.

At Gippsland Grammar responsibility for the protection of children is shared because children are safeguarded only when all individuals accept responsibility and work together and play their part in keeping children and young people safe from harm and abuse.

All staff are required to:

- Comply with the School's Student Protection Program (including the Student Protection and Safety Policy, Student Protection Staff Code of Conduct, and Make a Report Procedure), as well as their legal and professional obligations with respect to the prevention and reporting of actual or suspected child abuse and reportable conduct.
- It is each such staff member's individual responsibility to be aware of key risk indicators of child abuse or reportable conduct, to be observant, and to raise any concerns they may have with one of the Principal, the Executive Leadership Team, the School's Student Protection Officers (and/or with external agencies, where required). In this regard, staff are encouraged to voice their concerns, no matter how minor, trivial or insignificant.
- All contractors and volunteers involved in student-connected work are required to adhere to the School's Student Protection and Safety Policy and Student Protection Staff Code of Conduct and are responsible for contributing to the safety and wellbeing of students in the school environment. They too have obligations with respect to the reporting of actual or suspected child abuse or reportable conduct allegations.

Again, it is the School's expectation that contractors and volunteers are attuned to their individual responsibilities and act in accordance with their internal and external reporting obligations, and the School's policies and procedures (including the Student Protection Program).

Position Overview

The Outdoor Education Trainee position at Gippsland Grammar offers a unique opportunity to contribute to a dynamic and meaningful program that is central to the student experience. Our Outdoor Education Program, delivered from Years 7 to 9, is designed to build students' confidence, resilience, leadership, and environmental awareness through sequential, expedition-based learning.

As a trainee, you will work alongside experienced outdoor educators to support students in a variety of outdoor settings. These experiences include hiking in the High Plains, canoeing the Snowy River, surfing at Wilsons Promontory, and snow camping at Dinner Plain. Through these activities, students develop interpersonal and intrapersonal skills, a sense of responsibility, and a deep respect for the natural world.

This role is both practical and developmental. You will gain hands-on experience in outdoor leadership, equipment maintenance, and logistical planning. Time will also be spent managing gear preparation and inventory systems, with training provided in equipment care and repair. The position is designed to support your growth and readiness for a career in outdoor education or related fields such as emergency services, healthcare, teaching, or trades.

This is a challenging yet highly rewarding role. It requires enthusiasm, adaptability, initiative, and a genuine passion for working with young people in outdoor environments. Many past trainees reflect on their time at Gippsland Grammar as a transformative experience - some continue to work with us, while others carry their skills and passion into diverse professional pathways

Position Duties

Outdoor Education

As a trainee, you will play a key support role in the delivery of Gippsland Grammar's Outdoor Education programs. Working alongside qualified outdoor educators, you will assist in leading students through a variety of expedition-based experiences. This includes:

- **Program Support:** Act as a group assistant during expeditions, ensuring student safety and engagement. You will be paired with experienced staff and contribute to both daytime and overnight supervision.
- **Equipment Management:** Assist in the preparation, maintenance, and organisation of outdoor equipment. This includes managing inventory systems and overseeing student gear loans. Full training will be provided.
- **Food Preparation:** Support menu planning, food packing, and camp cooking for outdoor programs.
- **Activity Facilitation:** Help lead and participate in a range of outdoor and environmental activities such as hiking, skiing, rafting, climbing, surfing, canoeing, and conservation work.

Administration

In addition to your outdoor responsibilities, you will contribute to the administrative operations of the Outdoor Education department. Duties include:

- **Clerical Support:** Perform general office tasks such as filing, responding to student and parent enquiries, and answering phone calls.
- **Training Participation:** Engage in a variety of training courses throughout the year to support your professional growth.
- **Additional Duties:** Carry out other responsibilities as directed by the Deputy Principal, Head of Campus, or Head of Outdoor Education.

Professional Responsibilities

- Work collaboratively as a member of the relevant team to ensure best outcomes for students/staff/school.
- Demonstrated strong interpersonal and communication skills.
- Actively engage in Team and Staff meetings.
- Adhere to and abide by the expectations set out in the Gippsland Grammar Guidelines for Professional Behaviour.
- All responsibilities attached to teaching class/es.
- Willingness to participate in and encourage students to fully participate in the life of our school.

- Compliance with the School's OHS requirements and other requirements (including in respect to antidiscrimination), as mandated by legislation.

Pastoral

This position includes duties associated with a teaching role, including demonstrated empathy and skills in providing pastoral support to students within the pastoral care framework.

Co-curricular

Be routinely involved in the co-curricular program, which may include activities that extend beyond the 'normal' school day.

Child Safety

Staff are responsible for supporting the safety and wellbeing of the School's students as follows:

- Behave as a positive role model to students, including through words, conduct and actions.
- Actively promote the safety, welfare and wellbeing of students.
- Provide a learning experience which is consistent with the School's and relevant professional or occupational codes of conduct, which supports students to achieve their personal best, and takes into account individual learning and behavioural needs.
- Act consistently (both in person and in the online environment) with the School's student safety and wellbeing strategies.
- Be vigilant and proactive with regard to student safety and child protection concerns, and take all reasonable steps to protect students from such harm (examples of which include, but are not limited to bullying, discrimination, grooming, harassment, neglect, sexual misconduct, sexual offences, physical violence, reportable conduct and victimisation).
- Encourage and support students who raise safety concerns (including about actual and suspected child abuse or reportable conduct).
- Provide age-appropriate supervision for students.
- Comply with any directions, guidelines, policies, procedures and rules promoted by the School with respect to student safety.
- Knowledge understanding and adherence to all School and staff obligations regarding student safety, including Ministerial Order 1359 – Child Safe Obligations other child safe requirements mandated by legislation (as amended from time to time).
- Commitment to providing a child safe environment and child safe conduct in all aspects of employment at the School.
- Comply with all aspects of the School's Child Protection Program, including the School's Child Safe Policy Statement and Child Safety Staff Code of Conduct.
- Willingness, understanding and ability to report student safety concerns in line with the School's policies (such as the Make a Report Procedure) and applicable mandatory reporting requirements.
- Complete annual training in Child Safety as required.

Key Selection Criteria

Qualifications

- Current Employee Working with Children Check and Police Check
- Evidence of completed First Aid Training – Apply First Aid HLTAID003 or higher level (or willingness to obtain).
- Evidence of completion of Anaphylaxis Management Training (ASCIA eLearning VIC, 22300VIC or 10710NAT) and CPR qualifications (as approved by a Registered Training Organisation) (or willingness to obtain)

Essential Criteria

- Be 18 years old as of 30 January 2026.
- Valid Australian Driver's licence (being at least a probationary licence) is preferable
- Exhibit personal behaviour reflective of the Anglican ethos of the school, and which aligns with the School's Vision, Mission and Values.

Statement of Commitment to Child Safety

Creating and maintaining a student safe culture requires input from the entire School community. Our aim, is to provide a safe environment that aligns with the core values of academic care at Gippsland Grammar; compassion, leadership, excellence, respect and responsibility.

To achieve this, we promote a model of education where students are understood not just as learners, but as an integral part of the School and broader community. As such, we value wellbeing and resilience, celebrate diversity, and embrace a growth mindset, through classroom experiences, and in our approach to academic care, practices policies and procedures.

The commitments, values and principles which guide the School are further outlined in the School's Child Protection and Safety Policy (a copy of which is available on the School's website).

If applying for a position, please note that Gippsland Grammar is a child safe environment. Every child has a right to be safe, and at the School, we take a zero-tolerance approach to any behaviours that jeopardise student safety (including child abuse and reportable conduct).

As such, preferred applicants will be subject to child protection screening, background and reference checks, verification of identity checks and must adhere to the School's child safe practices, as outlined in the Student Protection Program policies on the School's website.